



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

August 3, 2020

Johnson Chow
704 Cipriano Place
Monterey Park, CA 91754

**RE: ADMINISTRATIVE DESIGN REVIEW
CASE NO. PDR 2006682
504 Griswold Street**

Dear Mr. Chow:

On August 3, 2020, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application to construct a new two-story 1,500 square-foot residential unit with an attached two-car garage at the rear of the subject site. The front residence will be modified to widen the driveway. A two-car detached garage is also proposed to be constructed between the two dwelling units to serve the front unit. The subject site is 7,997 square feet in area and located in the R 3050 (Moderate Density Residential) zone. The staff report is attached.

CONDITIONS OF APPROVAL:

1. New horizontal wood siding shall be installed at the locations where portions of the south façade are proposed for removal or infill. The new siding shall meet the existing in terms of its dimensions, exposure and profile.
2. Plans shall be revised to provide a one-foot landscape strip adjacent to the southern property line in line with the existing residence.
3. Make the windows at the front house consistent with the City's window replacement guidelines. Remove all sliding windows visible from the street and replace with recessed, clock frame hung and/or fixed windows appropriate to the existing window openings. At openings with existing recessed hung windows, the glass may be removed and replaced with new glazing without internal grids in lieu of replacing the entire window unit.
4. All windows shall be recessed within their openings. A vertical section shall be provided depicting a typical window opening, including head and sill for review and approval.
5. The first floor windows at the new building shall have sill heights in keeping with the second floor and front house.
6. Revised plans shall be provided showing gutters and downspouts for staff review and approval.



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7. The applicant shall either reduce the number of windows from four windows to two windows on the south-facing second floor façade or adjust their locations and heights such that they provide light but cannot easily be used to view the adjacent southern property.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning:

The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The new dwelling unit will be located at the rear of the lot and the garages located between the front and rear unit. The established streetscape will not be impacted as the front elevation of the existing residence will not change significantly.
- The project provides a functional common open space located between the two garages.
- The proposed garages are not facing the street and are instead "turn in" such that parking is masked from the public right-of-way.
- Landscape plans include drought-tolerant plant material, which will compliment development on the site.

Mass and Scale:

The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The proposed two-story dwelling unit and the existing one-story dwelling unit on the lot will be compatible in mass and scale to the adjacent development and more modest compared to the larger sale buildings in the area.
- The new two-story residence will have an articulated building mass resulting from attaching the lower-profile garage to the taller two-level livable portion of the building.
- The front residence will maintain the existing gable roof. The new detached garage and new dwelling unit with attached garage will have hipped roofs. The roofs appear to be appropriately integrated into the overall design of the project.

Design and Detailing:

The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- Exterior building material are used consistently on both dwelling units and garages. These materials include custard-colored wood siding, white-painted wood trim, brown roofing



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composition shingles and white vinyl windows. Entrances and windows will be the dominant elements visible from the street. Garage openings will be recessed and will not be facing the street. The existing 6-foot high perimeter block wall is proposed to remain.

- As conditioned, the second floor southern façade shall be modified to either reduce the number of windows or adjust window locations to address privacy concerns.

Response to Community Input Received During Comment Period

The City of Glendale received one e-mail from a neighbor during the pending decision period. The neighbor was concerned about the undermining of an existing wall between the two properties and privacy. The potential for undermining of the existing wall is not under the purview of design review. The building plan check and inspection processes will ensure that construction of the project does not compromise the integrity of the wall.

The City has limited regulations to address privacy concerns in single-family (R1, R1R and ROS) zones. The subject site as well as the neighboring site are zoned R 3050, which is a multi-family zone. While privacy provisions do not apply in this case, to reasonably address this concern, the applicant shall either reduce the number of windows from four windows to two windows on the south-facing second floor façade or adjust their locations and heights such that they provide light (into the adjacent room) but cannot easily be used to view the adjacent southern property.

This approval is for the project design only. Administrative Design Review approval of a project does not constitute compliance with the Zoning Code and/or Building Code requirements. Please refer to the end of this letter for information regarding plan check submittal. If there are any questions, please contact the case planner, Roger Kiesel, at 818-937-8152 or via email at rkiesel@glendaleca.gov.

APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION

The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper City and public agency.

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the Design Review Board if it is believed that the decision is in error or that procedural errors have occurred, or if there is substantial new evidence which could not have been reasonably presented. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal



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must be filed on the prescribed forms within fifteen (15) days following the actual date of the decision. Information regarding appeals and appeal forms will be provided by the Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **August 18, 2020**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday through Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

APPEAL FORMS available on-line: www.glendaleca.gov/appeals

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website. Visit us.

TRANSFERABILITY

This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

EXTENSION: An extension of the design review approval may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the design review approval.

NOTICE – subsequent contacts with this office

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Roger Kiesel**, who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

If an appeal is not filed within the 15-day appeal period of the decision, plans may be submitted for Building and Safety Division plan check. **Prior** to Building and Safety Division plan check submittal, approved plans must be stamped approved by Planning Division staff. **Any** changes to the approved plans will require resubmittal of revised plans for



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approval. **Prior** to Building and Safety Division plan check submittal, **all** changes to approved plans must be on file with the Planning Division.

An appointment must be made with the case planner, Roger Kiesel, for stamp and signature prior to submitting for Building plan check. Please contact Roger Kiesel directly at 818-937-8152 or via email at RKiesel@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

A handwritten signature in black ink, appearing to read "PL", is written over a horizontal line.

Urban Design Studio Staff

RK:rk